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1	Local Library Federation Expense Tracking Form for FY2008							
2	Library Name: (Insert name of local library)					Date:		
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation	
4	example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	training; network with peers to provide better service across federation	
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34	TOTAL			\$0.00				
35	1. Your total should match the total sent to you from the State Library. 2. Funds must be have been expended by June 30, 2008. 3. If you anticipate your library may have some unexpended funds, report it to the Coordinator by May 1, 2008, so that a reallocation strategy can be adopted. 4. Intentional carry over of funds is for special projects only, must be explained in the Plan of Service, and reported in the Annual Report. 5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so. 6. If you have questions contact your Federation Coordinator. 7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.							
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